

**PELLISSIPPI STATE COMMUNITY COLLEGE  
MASTER SYLLABUS**

**SPECIAL TOPICS IN PARALEGAL STUDIES  
LEGL 2300 (formerly LAW 2600)**

**Class Hours: 3.0**

**Credit Hours: 3.0**

**Laboratory Hours: .0**

**Revised: Fall 2015**

**Catalog Course Description:**

Study and discussion of a selected topic in law. Content will vary. May be repeated with program director's consent.

**Entry Level Standards:**

College-level competencies in reading and English are required.

**Prerequisites:**

LEGL 1300

**Textbook(s) and Other Course Materials:**

**Textbooks will be selected when special topic is scheduled.**

**I. Week/Unit/Topic Basis:**

**Course content will be published when special topic is scheduled.**

**II. Course Goals\*:**

**The course will**

- A. Examine ethical issues related to legal representation, unauthorized practice of law, confidentiality, duty of legal professional to provide legal services, etc. I
- B. Strengthen students' analytical skills by analyzing court cases and statutes to determine the application of the rules of law to specific facts. II, III
- C. Develop reading skills and expand legal vocabularies through completion of weekly guided reading exercises that allows more effective communication with lawyers and legal professionals. III, IV
- D. Support understanding of paralegal's role in drafting various documents. III, IV, V
- E. Expose students to law-office management and related computer applications in the legal environment. V

\*Roman numerals after course objectives reference goals of the Paralegal Studies program.

### III. Expected Student Learning Outcomes\*:

Students will be able to:

1. Understand the substantive and procedural laws applicable to topic. (A,B,C,D)
2. Demonstrate the ability to analyze factual situations and successfully apply the legal concepts learned in this area of the law. (A,B,C,D)
3. Draft legal documents in this area of the law. (A,B,C,D,E)

\* Capital letters after Expected Student Learning Outcomes reference the course goals listed above.

### IV. Evaluation:

#### A. Testing Procedures: 75%

Students are evaluated primarily on the basis of tests. The instructor will provide more details the first week of class via a Supplementary Syllabus.

#### B. Laboratory Expectations:

N/A

#### C. Field Work: 15%

Various exercises will be assigned.

#### D. Other Evaluation Methods: 10%

1. All tests and papers will be graded for spelling and English usage in addition to content and format.
2. Students are partially evaluated on the basis of in-class projects requiring use of the stated skills. Class participation is important and will be considered in the final grade.
3. Any student encountering academic difficulty during the term is strongly encouraged to meet with the instructor to discuss options and solutions.

#### E. Grading Scale:

A	93-100
B+	88-92
B	83-87
C+	78-82
C	73-77
D	65-72
F	64 and below

### V. Policies:

#### A. Attendance Policy:

Pellissippi State expects students to attend all scheduled instructional activities. As a minimum, students in all courses (excluding distance learning courses) must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course. Individual departments/programs/disciplines, with the approval of the vice president of Academic Affairs, may have requirements that are more stringent. In very specific

circumstances, an appeal of the policy may be addressed to the head of the department in which the course was taken. If further action is warranted, the appeal may be addressed to the vice president of Academic Affairs.

#### B. Academic Dishonesty:

Academic misconduct committed either directly or indirectly by an individual or group is subject to disciplinary action. Prohibited activities include but are not limited to the following practices:

- Cheating, including but not limited to unauthorized assistance from material, people, or devices when taking a test, quiz, or examination; writing papers or reports; solving problems; or completing academic assignments.
- Plagiarism, including but not limited to paraphrasing, summarizing, or directly quoting published or unpublished work of another person, including online or computerized services, without proper documentation of the original source.
- Purchasing or otherwise obtaining prewritten essays, research papers, or materials prepared by another person or agency that sells term papers or other academic materials to be presented as one's own work.
- Taking an exam for another student.
- Providing others with information and/or answers regarding exams, quizzes, homework or other classroom assignments unless explicitly authorized by the instructor.
- Any of the above occurring within the Web or distance learning environment.

Please see the Mississippi State Policies and Procedures Manual, Policy 04:02:00 Academic/Classroom Conduct and Disciplinary Sanctions for the complete policy.

#### C. Accommodations for disabilities:

Students that need accommodations because of a disability, have emergency medical information to share, or need special arrangements in case the building must be evacuated should inform the instructor immediately, privately after class or in her or his office. Students must present a current accommodation plan from a staff member in Disability Services (DS) in order to receive accommodations in this course. Disability Services may be contacted by sending email to [disabilityservices@pstcc.edu](mailto:disabilityservices@pstcc.edu), or by visiting Alexander 130. More information is available at <http://www.pstcc.edu/sswd/>.